

HEALTH INSURANCE OPEN ENROLLMENT (PR-PER-7)

NOVEMBER 2002

VERSION (6.0)

TABLE OF CONTENTS

| | |
|---|-----------|
| HEALTH INSURANCE OPEN ENROLLMENT | 1 |
| OVERVIEW | 1 |
| Checklist for Entering Employees in the Health Insurance System During Open Enrollment | 1 |
| GLOBAL-COPYING EMPLOYEE HEALTH INSURANCE ENROLLMENT RECORDS INTO THE NEW PLAN YEAR | 2 |
| ADDING EMPLOYEE HEALTH INSURANCE ENROLLMENT RECORDS DURING OPEN ENROLLMENT | 4 |
| GENERATING REPORTS FOR HEALTH INSURANCE ENROLLMENT VERIFICATION..... | 9 |
| Printing a Listing of Employee Health Insurance Enrollment Records..... | 9 |
| Printing Employee Advice of Coverage Reports | 10 |
| CORRECTING AN EMPLOYEE HEALTH INSURANCE ENROLLMENT RECORD DURING OPEN ENROLLMENT | 10 |
| DELETING HEALTH INSURANCE ENROLLMENT RECORDS | 11 |
| CREATING EMPLOYEE HEALTH INSURANCE DEDUCTIONS | 12 |
| Z-Update Errors..... | 14 |
| Transferring Escrow Balances | 15 |
| APPENDIX A: HAZARDOUS DUTY CROSS-REFERENCE | 17 |
| Cross-Referencing with a Full Hazardous Duty Retiree. | 17 |
| Cross-Referencing with a Partial Hazardous Duty Retiree..... | 17 |
| APPENDIX B: REPORT SAMPLES..... | 18 |
| Health Insurance Enrollment Maintenance (By Location) Report Sample..... | 18 |
| Employee Advice of Coverage Report Sample | 20 |

HEALTH INSURANCE OPEN ENROLLMENT

OVERVIEW

After all the preparatory tasks have been completed in MUNIS, information on the health plan selected by each employee may be entered in the MUNIS Health Insurance System. This process differs from entering or updating employee Health Insurance Enrollment records after open enrollment ends. For information on that process, refer to the document *Maintaining Health Insurance Enrollment Records*.

NOTE: *The state imports the health insurance rates for the new plan year into the system. It should also be noted that this document has not been updated to reflect MUNIS GUI screens.*

Checklist for Entering Employees in the Health Insurance System During Open Enrollment

- ☐ 1. Verify that all preparation steps in the *Setting Up Health Insurance* document have been completed. In particular, add any new health insurance vendors and corresponding Master Deduction Numbers. Also, update the Health Insurance Parameter Table and Insurance Rate Table.
- ☐ 2. Global-Copy Health Insurance Enrollment records from last year's plan into the new year.
- ☐ 3. Enter Health Insurance Enrollment records for new employees not previously in the Health Insurance System.
- ☐ 4. Generate reports and check the accuracy of employee Health Insurance Enrollment records.
 - a) Update records for employees with coverage changes.

NOTE: For Calendar Year 2003 Health Insurance Records, all carrier codes are different than the carrier codes for Calendar Year 2002 Health Insurance Records.

- b) Delete records for employees no longer enrolled in Health Insurance.

Do not complete the following step until all employee insurance information has been entered and verified as described above and the last payroll has been completed for last year's rates.

- ☐ 5. Create new employee health insurance deductions using the **Z=Update-Deds** function in the MUNIS Health Insurance System.

GLOBAL-COPYING EMPLOYEE HEALTH INSURANCE ENROLLMENT RECORDS INTO THE NEW PLAN YEAR

This section provides instructions for global-copying the employee Health Insurance Enrollment Records from last year into the new plan year. During open enrollment some employees will change plan coverage and some will continue with what they currently have. The Global-Copy function will copy one record per person into the new plan year. Once the Global-Copy is complete, employees who have changed plans will need to be updated to have the correct plan information.

To Global-Copy Employee Health Insurance Enrollment Records, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

D) Enrollment Maintenance

The following screen is displayed:

| Session | Edit | Commands | Settings | Help |
|---|----------|----------|-----------------|----------------------|
| HEALTH INSURANCE ENROLLMENT MAINTENANCE | | | | |
| Action: Find Next Prev Browse Add Update Del Output R=Advice ... | | | | |
| Query the current database table. | | | | |
| Emp # [] | Last [] | Loc [] | First [] | MI [] |
| SSN [] | | | Change Date [] | |
| Effective Date [] | | | Ded Start [] | |
| Home County [] | | | Day Phone [] | |
| Waive Coverage [] | | | Pre-Tax [] | Months Covered [] |
| Health Ins Term [] | | | Escrow Run [] | Tot Ded Cycles [] |
| Plan County [] | | | | Esc-Liq Cycles [] |
| Carrier [] | | | | Cycles/Month [] |
| Plan [] | | | | Monthly Premium [] |
| Coverage [] | | | | State Contrib [] |
| Level [] | | | | Employer Contrib [] |
| EE Term Date [] | | | | Per Check Amt [] |
| | | | | Per Check Escrow [] |
| Flex Spending [] | | | | |
| Flex Vendor [] | | | | Flex Spend Amt [] |
| ----- Cross Reference Data ----- | | | | |
| SSN [] | Name [] | | | County [] |

1. Select **Find** from the Ring Menu.
2. Press **ESC** to find all records.
3. Select **Global-Copy** from the back side of the Ring Menu.

NOTE: *The Global-Copy command will create ONE record for each person that is currently in the Health Insurance Enrollment Maintenance program. If an employee has multiple enrollment records, the Global-Copy will copy the record with the latest Effective Date.*

The following window appears:

```

Session  Edit  Commands  Settings  Help
-----
HEALTH INSURANCE ENROLLMENT MAINTENANCE
Action:  ... Text  X=Export  Z=Update-Deds  Copy  Exit

Copy:  ESC to COPY, CTRL-P to CANCEL.
Effective date for the new enrollment record

New Effective Date  [          ]

(This date is January 1st of the new calendar year.)

New Deduction Start  [          ]

(This date must be at least one day prior to the payroll start date.)

----- Cross Reference Data -----
SSN  [          ]  Name  [          ]  County  [          ]

```

4. Enter the **New Effective Date** and the **New Deduction Start** date for the new plan year. (For example; If when generating the payroll, the payroll start date is 12-01-2002 and the payroll end date is 12-15-2002, the **new deduction start** date must be at least one day prior to the 12-01-2002 payroll start date; that date being 11-30-2002. **NOTE** that Payrolls can be generated with the payroll start and end date both being 12-15-2002. Using that scenario, the **new deduction start** date can be 12-14-2002.)
5. All the selected records will be copied with the new dates specified.

ADDING EMPLOYEE HEALTH INSURANCE ENROLLMENT RECORDS DURING OPEN ENROLLMENT

This section provides instructions for entering the health insurance information for employees not included in the Global-Copy function.

Health plan information must be entered for all eligible district employees, including those who waive coverage and those whose health insurance is paid by the school board. Employee deduction records that reflect accurate premium calculations are automatically created from the MUNIS Health Insurance System. The Health Insurance System also tracks health insurance enrollment information and produces monthly Remittance Files to send to the Division of Finance. (The Division of Finance combines all the district files to send individual Remittance Files to each insurance carrier. It is also used for life insurance enrollment.)

To Add Employee Health Insurance Enrollment Records, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

D) Enrollment Maintenance

The following screen is displayed:

| Session | Edit | Commands | Settings | Help |
|---|----------|----------------|----------------------|------|
| HEALTH INSURANCE ENROLLMENT MAINTENANCE | | | | |
| Action: Find Next Prev Browse Add Update Del Output R=Advice ... | | | | |
| Query the current database table. | | | | |
| Emp # [] | Last [] | First [] | MI [] | |
| SSN [] | | Loc [] | Change Date [] | |
| Effective Date [] | | Ded Start [] | | |
| Home County [] | | Day Phone [] | | |
| Waive Coverage [] | | Pre-Tax [] | Months Covered [] | |
| Health Ins Term [] | | Escrow Run [] | Tot Ded Cycles [] | |
| Plan County [] | | | Esc-Liq Cycles [] | |
| Carrier [] | | | Cycles/Month [] | |
| Plan [] | | | Monthly Premium [] | |
| Coverage [] | | | State Contrib [] | |
| Level [] | | | Employer Contrib [] | |
| EE Term Date [] | | | Per Check Amt [] | |
| | | | Per Check Escrow [] | |
| Flex Spending [] | | | | |
| Flex Vendor [] | | | Flex Spend Amt [] | |
| ----- Cross Reference Data ----- | | | | |
| SSN [] | Name [] | | County [] | |

1. Select **Add** from the Ring Menu.

2. Enter the **Employee Number**. The employee's name and SSN will display automatically. The employee must already exist in the Employee Master File before a Health Insurance Enrollment record can be added.

NOTE: *If the employee number is not known, press <CTRL><W> for lookup while the cursor is in the employee number field. A list of employee numbers and names will appear. To navigate, choose Goto from the Ring Menu, enter the first few letters of the employee's last name, and press Enter.*

3. Enter other information from the application. See the table below for field descriptions:

| Field Name | Description |
|------------------------|--|
| Name, SSN | Defaults from Employee Master file once Employee Number is entered. |
| Effective Date | Enter the date the insurance is effective. |
| Home County | Enter the 3-digit code that indicates the county in which the employee lives. Lookup is available by pressing F9 or <CTRL><W>. |
| Waive Coverage | Set this flag by entering Y for employees who choose not to accept health insurance coverage. Will be effective as of the date above. NOTE: <i>A health insurance premium will not be calculated for these employees and a health insurance deduction will not be created. However, a health insurance enrollment record should still be created for these employees. This information will be used for Life Insurance enrollment and for participation in Flexible Spending.</i> |
| Health Ins Term | Enter the date that the Health Insurance is to be terminated. EXAMPLE - If the employee terminates on 12/15/2002, the Health Insurance Term Date is 01/31/2003. |
| Plan County | Indicates the county of selection coverage. Lookup is available. |
| Carrier | Enter the 2-digit code for the Health Care Provider selected. Lookup is available. |
| Plan | Enter the Health Care Plan selected by the specified employee, e.g., HMO. Lookup is available. |
| Coverage | Enter the Health Care Coverage Type selected by the specified employee, e.g., single. Lookup is available. |
| Level | Enter the appropriate Coverage Level for the selected employee. |
| EE Term Date | This is a <i>display only</i> field. If a terminate date is entered on the Employee Master file, second screen, this date is populated with that expected termination date. NOTE: The Term Date field on the EE MASTER file must be populated for the system to cause the remittance file to not generate a record. |
| Ded Start | Enter the date the deduction is to start. This will flow into the start date for the Employee Deduction. Make sure the Ded Start date falls |

| Field Name | Description |
|-----------------------|---|
| | before the start date of the payroll in which the deduction should start. |
| Day Phone | Optional. |
| Pre-Tax | Indicates whether a pre-tax or post-tax deduction should be created for the selected employee. Enter Y if it is pre-tax, N if it is post-tax. |
| Escrow Run | <p>If the insurance is to be escrowed, enter the employee's primary payroll run type (e.g., 1). Otherwise, leave blank and escrow will not be calculated.</p> <p>NOTE: <i>The escrow run type must be populated on the escrow screen of the master deduction record. For more information, refer to the Setting Up Health Insurance document in the Setup & Administration section.</i></p> |
| Months Covered | This is the number of months the employee has health insurance coverage for the year. This would normally be 12 . |
| Tot Ded Cycles | Enter the total number of payroll cycles the insurance deduction will be withheld for the year (e.g., 24). If the insurance is to be escrowed, enter the total number of cycles for which this employee will be paid. |
| Esc-Liq Cycles | <p>This field is not accessible unless Escrow Run is filled in. If the insurance is to be escrowed, enter the number of payroll cycles until the employee will first need their escrow to pay for their health insurance. This information is used to calculate the escrow contribution and the per check premium.</p> <p>For example, an escrowed employee does not work in July and August, so "Tot Ded Cycles" is set to 10. The employee starts withholding in December, so there are 7 months (1 payroll per month for a total of 7 cycles) until liquidation begins.</p> |
| Cycles/Month | <p>Cycles/Month indicates the number of payroll cycles per month in which the health insurance deduction is <u>expected</u> to be taken. This number is used in the calculation of the Per Check Amount.</p> <p>The Cycles/Month field will default to the number entered in "Cycles Per Month" in the Health Insurance Parameter File. If this number does not agree with the employee's Primary Pay Frequency on the Employee Master file, an error message will display saying "Primary Pay Frequency does not match Cycles Per Month." (See step 4 below for further information.)</p> |
| Flex Spending | Enter Y if the employee is participating in a flexible spending plan. This is only available if the premium is less than the state contribution. (See note below in step 5.) |
| Flex Vendor | Required if Flex Spending is Y . This will be automatically assigned to the number in the Health Insurance Parameter File (which should be a |

| Field Name | Description |
|---|--|
| | number assigned by the Division of Finance). |
| Cross Reference Spouse Information | These fields must be entered for employees who are cross-referencing. The state contribution will be doubled. <i>See Appendix A for information on cross-referencing with a Hazardous Duty Retiree.</i> |

4. If the error message “**Primary Pay Frequency does not match Cycles Per Month**” appears, the situation should be reviewed carefully to determine if the correct health insurance amount will be deducted. This review must take into account the relationship between the Employee Primary Pay Frequency, the health insurance Master Deduction record’s cycles per month, and the Employee Health Insurance Enrollment Cycles/Month fields. An example follows:

An employee has a Primary Pay Frequency of S (semi-monthly) and the Cycles/Month field contains a 1. If the Master Deduction record for the health insurance vendor is set up to allow a deduction only on the second monthly payroll the Health Insurance System will take the full deduction amount from the second monthly payroll and nothing from the first monthly payroll. (The discrepancy will still cause the error message to appear, but it can be ignored.)

However, in the example above, if the Master Deduction record was set up for the deduction to be taken in both the first and second monthly payrolls, the **full amount** of the health insurance deduction would be taken in both payrolls causing an overpayment.

This error can be corrected in one of two ways: Either the Cycles/Month field can be changed to **2** so that the deduction amount is divided between the two payrolls, or the Master Deduction record can be changed to allow a deduction in only one payroll cycle per month.

5. After all the health insurance enrollment information has been entered, press **ESC** to update the record.

NOTE: *When an employee ” cross references” and has leftover monies to place in flexible spending, the health insurance enrollment record must first be added (with the Flex Spending flag automatically set to “N”). If the employee chooses to participate in Flexible Spending, the record must then be updated to change the Flex Spending flag to “Y”. The system will automatically compute the Flexible Spending Amount.*

Entering Optional Text

An optional freeform text screen has been included for additional information about an employee's health insurance coverage. When this option is chosen, a window displays to allow entry of additional information on the employee's health insurance coverage. This information will print on the Employee Advice of Coverage, but no other reports.

NOTE: *The Text Screen does not have the automatic word wrap feature common to most word processors. The user must enter new lines when needed.*

To Access the Text Screen to Add Information About an Employee's Coverage:

1. Select **Text** from the Health Insurance Enrollment Maintenance Screen Ring Menu. The Text Screen will be displayed.
2. Choose **Update** from the Text Screen Ring Menu and enter the text.
3. Press **ESC** to update the record.
4. Choose **Exit** from the Ring Menu to exit from the Text Screen and return to the Health Insurance Enrollment Maintenance Screen.

GENERATING REPORTS FOR HEALTH INSURANCE ENROLLMENT VERIFICATION

The MUNIS Health Insurance System produces two types of reports to assist in the verification of health enrollment information. These reports are:

- A listing of all the employee health insurance enrollment records to assist in data entry verification. This should be reviewed carefully to ensure that all employees, and particularly those global-copied, have been entered into the Health Insurance System correctly.
- The Advice of Coverage Report for each employee to use to verify coverage selections.

Printing a Listing of Employee Health Insurance Enrollment Records

To Print a Listing of Employee Health Insurance Enrollment Records, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

D) Enrollment Maintenance

1. Select **Find** from the Ring Menu and enter the employee number or other criteria to retrieve the employee's record or just press **ESC** to find all records.
2. To output the selected records, select **Output** from the Ring Menu. The following sub-screen will display:

| |
|--------------------------------------|
| Please enter the sort order. |
| A - Sort by Employee Name |
| B - Sort by Employee SSN |
| C - Sort by Employee Number |
| D - Sort by Location - Employee Name |
| E - Exit (Return to Menu) |
| [E] |

3. Choose the desired **sort order** and **Print**.

A Health Insurance Enrollment Maintenance Report Sample is included in *Appendix B*.

Printing Employee Advice of Coverage Reports

Once the information printed above has been compared against the health insurance applications, you may choose to have each employee verify the information. The Advice of Coverage report can be given to employees to confirm the data entered into the MUNIS Health Insurance System.

To Print the Employee Advice of Coverage, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

D) Enrollment Maintenance

1. Select **Find** from the Ring Menu and enter the employee number or other criteria to retrieve the employee's record or just press **ESC** to find all records.
2. Select **R=Advice** from the Ring Menu and **Print**.

An Employee Advice of Coverage Report Sample is included in *Appendix B*.

CORRECTING AN EMPLOYEE HEALTH INSURANCE ENROLLMENT RECORD DURING OPEN ENROLLMENT

If an employee record is found to be incorrect during the verification process for open enrollment, the health insurance enrollment record can be modified. Below are instructions for making corrections to the health insurance enrollment record.

To Correct an Employee Health Insurance Enrollment Record, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

D) Enrollment Maintenance

1. Select **Find** from the Ring Menu and enter the employee number or other criteria to retrieve the employee's record, such as effective date. Press **ESC**.

WARNING: *Employees will have more than one enrollment record. Make sure you are on the correct record before changing any information.*

2. Select **Update** from the Ring Menu.
3. Enter the correct information. Press **ESC** to save the changes to the employee's Health Insurance Enrollment record.

If the employee **deduction** record has already been created, the **Z=Update-Deds** menu option must be run again for **this employee**. (See page 12 for instructions on creating employee Health Insurance Deductions.)

DELETING HEALTH INSURANCE ENROLLMENT RECORDS

If a record has been created for someone ineligible for insurance, that record should be deleted. **When an employee should no longer be reported in the Health Insurance Remittance file, the record should also be deleted. In order for this health insurance deletion to flow through to payroll, the Employee Deduction record must also be deleted or inactivated in the Employee Deduction File.**

To Delete an Employee Health Insurance Enrollment Record, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

D) Enrollment Maintenance

1. Select **Find** from the Ring Menu and enter the employee number or other criteria to retrieve the employee's record. Press **ESC**.
2. Select **Del** from the Ring Menu. A screen will display asking if you are sure you want to delete the record.
3. Choose **Yes** if this is the record you wish to delete. The Health Insurance Enrollment record will be deleted. If the employee **deduction** record has **not** been created, the Employee Health Insurance deletion is now complete.
4. If the employee **deduction** record has already been created, that record must also be deleted or inactivated by following the procedure below.

To Delete or Inactivate an Employee Deduction Record, Select:

B) PAYROLL & PERSONNEL

B) Employee Maintenance & Reports

D) Employee Deductions/Benefits

1. Select **Find** from the Ring Menu. Enter the employee number or other criteria. Press **ESC**.
2. To **delete** the record,
 - a) Select **Del** from the Ring Menu. A screen displays asking if you are sure you want to delete the record.
 - b) Choose **Yes** if this is the record you wish to delete. The Employee Deduction record for health insurance will be deleted.

3. To **inactivate** the record,
 - a) Select **Update** from the Ring Menu.
 - b) Enter **N** in the **Active** field and press **ESC**.

CREATING EMPLOYEE HEALTH INSURANCE DEDUCTIONS

New health care deductions must only be created when an employee record is **added** to the Health Insurance System or when the employee's Health Insurance Enrollment record is **changed**. During open enrollment, the District may choose to create new health insurance deductions on all employees at once after all the employee health insurance enrollment records are entered. Another option might be to create deductions on all health insurance enrollment records entered each day. Whatever method is chosen, it is very important to keep track of those employees who have had deductions created and those who have not. **Unless there has been a change in the health insurance enrollment record, creating a deduction for an employee who already has had a new deduction created may result in errors, especially if escrow processing is used.**

NOTE: *The Employee Master File Audit maintains a record of any changes made to employee payroll information, including those made through the Health Insurance System. See the Setting Up Health Insurance document for further information.*

To Create New Health Insurance Deductions From the MUNIS Health Insurance System, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

I) Kentucky Health Insurance

D) Enrollment Maintenance

In the Health Insurance Enrollment Maintenance screen:

1. Select **Find** from the Ring Menu. To limit the find set to specific records, enter the desired criteria. For example, to select only those records for the current open enrollment, enter the **date** in the **Effective Date** field. Press **ESC** to complete the find.

WARNING: *During open enrollment, employees may decide not to change insurance plans. However, because new carrier codes are used each year, employees that do not change plans will still have to have updated records and must be included in the Z=Update, due to the new premiums associated with the plan.*

1. Select **Z=Update-Deds** from the Ring Menu.

The following screen is displayed:

```
Action:  Define  Output-Post  Exit
Define the Output-Post parameters.

        Populate Monthly Limits           [  ]
        Delete/Inactivate Prior Deductions? [  ]
        Prior Deduction End Date           [      ]
```

3. Select **Define** from the Ring Menu.

4. Enter the following:

Populate Monthly Limits: Enter **N**.

Delete/Inactivate Prior Deductions? Enter **D** for delete or **I** for inactivate.

Prior Deduction End Date: If Inactive was entered above, enter the date for the prior deduction to be inactivated.

5. Select **Output-Post** from the Ring Menu. A printout will first be produced showing the employees whose deductions are being changed. **Review the printout carefully.**

6. After the output is printed or the display is exited, the following screen is displayed:

```
Options:  Yes  No

Do you wish to update the Employee Deduction
records?

Please make sure that no other user is using
'Health Insurance Enrollment Maintenance'
or 'Employee Deduction File Maintenance'.
```

Do not post if any employees are in the report whose deduction should not be added or changed. Select No and press Enter. Go back to step 1 and repeat the Find process using criteria to only include changed records.

7. If the deduction changes are correct, verify that no other users are using either the Health Insurance Enrollment Maintenance or the Employee Deduction files and select **Yes**. The Employee Deduction records will be updated.

NOTE: *After new health care deductions are created for employees during open enrollment, there may be occasions when an employee's deduction will need to be changed (i.e., a qualifying event). Perform a Find on only that employee and use the Z=Update-Deds option to change the employee's deduction. (See page 12 of this document for more details.)*

Z-Update Errors

The following error will occur when the link between the *Health Insurance Enrollment Maintenance* program and the *Employee Deduction* file has been broken. The *Z=Update* does not know how to update the employee's health insurance deduction in the *Employee Deduction* file.

Error: Continue
No records found. Data has been deleted.

If you should receive this error message, perform the following steps in order to find the employees that were not updated.

1. Print out a list of employee records from the *Health Insurance Enrollment Maintenance* program that were Z=Updated.
2. Print out a list of employee health insurance records from the *Employee Deduction* file by performing a **Find** on **Calc Code 22**.
3. Compare the two lists to see who has not been updated.
4. Delete the deduction from the *Employee Deduction* file.
5. Delete the employee from the *Health Insurance Enrollment Maintenance* program.
6. Add the employee back into the *Health Insurance Enrollment Maintenance* program and perform a *Z=Update* to create the deduction in the *Employee Deduction* file.

NOTE: No manual changes to a calc code 22 deductions should be made and no calc code 22 deductions should be added manually in the Employee Deduction program. Any changes should be done in the Health Insurance Enrollment Maintenance program using the Z=Update ring menu option in order to maintain the necessary link. If the change to the calc code 22 deduction is a temporary or short-term change in the amount being deducted, make these types of changes during Payroll in the Earnings/Deduction F/M.

Transferring Escrow Balances

When the **Z=Update** is processed in the Health Insurance Enrollment Maintenance program, escrow balances will be transferred to the new deduction. However, if a new deduction will not be created because the employee waived coverage, or chose a plan where the premium is less than the State Contribution, the deduction will not be deleted and a comment of **NO DELETE** will appear on the Health Insurance Deductions Update report. Below is an example of the report and the comment associated with a deduction with an escrow balance.

| | | | | | | | |
|---------------------|----------------|------------------------------------|------|------|------|----------|-------------------|
| xx/xx/xxxx | | :YOUR DISTRICT | | | | PAGE 1 | |
| xx:xx:xx | | HEALTH INSURANCE DEDUCTIONS UPDATE | | | | prhltins | |
| EMP # | NAME | CARR | PLAN | COVR | LEVL | OLD DED. | NEW DED. COMMENTS |
| 1 | IMA BOSSE | 10 | 1 | 5 | A | 2409 | 2415 |
| 2 | MARY POPPINS | 34 | 2 | 2 | A | 2415 | 2411 |
| 3 | EMILY COOK | 09 | 1 | 2 | B | 2408 | 2409 |
| 5 | MINNIE DRIVER | | | | | 2415 | NO DELETE |
| 6 | GENEVEVE CLARK | 34 | 2 | 1 | B | 2415 | 2410 |
| 24 | PAUL BROWNBURY | | | | | 2408 | |
| ** END OF REPORT ** | | | | | | | |

Any employee with a comment of **NO DELETE**, will need to have their escrow balance refunded and the deduction manually deleted. Refer to the **Reimbursing Health Insurance Escrow (PR-REG-14)** document for more information on reimbursing escrow.

Some escrow transfers will also require a transfer between withholding accounts.

Example: An employee switches coverage and the new coverage results in a deduction that has a different withholding account as the old deduction. The balance is then transferred from the old withholding account to the new withholding account. During the **Z=Update** the following message may appear.

```
Options:   Yes   No

Escrow history records were moved across
objects.  Do you wish to print a report?
```

If Yes is selected the following report is printed, showing the withholding accounts and the amount being automatically transferred.

HEALTH INSURANCE OPEN ENROLLMENT

November (Version 6.0)

xx/xx/xxxx
xx:xx:xx

YOUR DISTRICT
HEALTH INSURANCE ESCROW HISTORY TRANSFERS

PAGE 1
prhltins

| OLD OBJECT | | NEW OBJECT | | TRANSFERRED AMOUNT |
|------------|----------|------------|----------|-----------------------|
| ----- | | ----- | | ----- |
| 7461 | SAL PBLE | 7462 | SAL PBLE | 38.12 |
| | | | TOTAL | 38.12 |

** END OF REPORT **

APPENDIX A:

Hazardous Duty Cross-Reference

When an employee is cross-referenced with a retired hazardous service spouse the amount contributed towards the monthly premium is dependent on the retired spouse's years of retirement service, including both hazardous and non-hazardous service. The retirement system may contribute toward the retired spouse's monthly insurance premium for medical insurance. The more years the member has in hazardous service, the greater the contribution from the retirement system will be.

For MUNIS purposes, an employee who retires with the full amount of hazardous service is considered a Full Hazardous Duty Retiree, and an employee who retires with less than the full amount of hazardous service is considered a Partial Hazardous Duty Retiree.

In both cases, you will receive a letter from the Kentucky Retirement System stating the employees involved and the amount that each employee and agency will contribute towards the monthly premium.

Cross-Referencing with a Full Hazardous Duty Retiree.

If an employee is cross-referenced with their spouse who has retired through the state's hazardous duty retirement clause, that employee will have no dependent contribution deducted towards the cross-reference premium. The state owes its single contribution. When the hazardous duty cross-reference is entered into the MUNIS Health Insurance Enrollment program, a per check amount will be calculated even though the deduction is to be zero. After the Z=Update function is performed, the district must **inactivate the deduction** in the Employee Deduction file. They must also enter a code **A** in the **Comment** field each month, to inform the carrier why the employee's amount does not reflect the full premium.

Cross-Referencing with a Partial Hazardous Duty Retiree.

If an employee is cross-referenced with their spouse who has retired through the state's partial hazardous duty retirement clause, that employee should have less dependent contribution deducted towards the cross-reference premium than what is calculated by MUNIS. When the hazardous duty cross-reference is entered into the MUNIS Health Insurance Enrollment program, a per check amount will be calculated that is greater than what should actually be deducted from the employee's check. After the Z=Update function is performed, the district must update the premium during each payroll to the correct deduction amount. The district must also enter a code **A** in the **Comment** field each month, to inform the carrier why the employee's amount does not reflect the full premium.

APPENDIX B: Report Samples

Health Insurance Enrollment Maintenance (By Location) Report Sample

xx/xx/xxxx
 PAGE 1
 xx:xx:xx
 prhltns

YOUR DISTRICT

HEALTH INSURANCE ENROLLMENT MAINTENANCE

| EMPR | PER | CHK | FLEX | | HOME | PLAN | | | | | EFFECTIVE | MONTHLY | STATE | |
|-------|---------------------|--------|------|-------------|------|------|------|------|------|------|-----------|------------|--------|--------|
| EMP # | NAME | | | SSN | LOC | CNTY | CNTY | CARR | PLAN | COVR | LEVL | DATE | PREM | CONT |
| CONT | AMOUNT | AMOUNT | | | | | | | | | | | | |
| 0.00 | 1 BOSSE, IMA | 0.00 | | 111-11-4875 | 001 | 001 | 001 | 09 | 2 | 5 | B | 01/01/2000 | 567.16 | 428.00 |
| 0.00 | 4 BROWNBURY, PAUL | 0.00 | | 111-11-4242 | 001 | 001 | 001 | 10 | 1 | 2 | A | 01/01/2000 | 521.10 | 214.00 |
| 0.00 | 6 CARTRIGHT, ANGELA | 0.00 | | 111-11-2323 | 001 | 001 | 001 | 10 | 2 | 1 | A | 01/01/2000 | 247.76 | 214.00 |
| 0.00 | 8 CARTWRIGHT, JOE | 0.00 | | 111-11-2222 | 001 | 001 | 001 | 10 | 1 | 2 | B | 01/01/2000 | 465.14 | 214.00 |
| 0.00 | 9 CASH, JOHN E | 0.00 | | 111-11-4994 | 001 | 001 | | | | | | | 0.00 | 214.00 |
| 0.00 | 16 CLARK, GENEVEVE | 0.00 | | 111-11-4723 | 001 | 001 | 001 | 09 | 2 | 2 | A | 01/01/2000 | 547.16 | 428.00 |
| 0.00 | 18 LAWSON, SHARON | 0.00 | | 111-11-8181 | 001 | 001 | 001 | 09 | 2 | 1 | A | 01/01/2000 | 243.18 | 214.00 |
| 0.00 | 19 NICHOLS, PENNY | 0.00 | | 111-11-8432 | 001 | 001 | 001 | 10 | 1 | 5 | A | 01/01/2000 | 579.00 | 214.00 |
| 0.00 | 20 SAMPLER, SONIA | 0.00 | | 111-11-0202 | 001 | 001 | 001 | 09 | 2 | 5 | B | 01/01/2000 | 567.16 | 214.00 |
| 0.00 | 24 SANCHEZ, PAUL | 0.00 | | 111-11-8752 | 001 | 001 | | | | | | | 0.00 | 214.00 |

HEALTH INSURANCE OPEN ENROLLMENT*November (VERSION (6.0))*

| | | | | | | | | | | | | |
|------|--------------------|-------------|-----|-----|-----|----|---|---|---|------------|--------|--------|
| 27 | BUMSTEAD, DAGWOOD | 111-11-4241 | 220 | 001 | 001 | 10 | 2 | 1 | A | 01/01/2000 | 247.76 | 214.00 |
| 0.00 | 33.76 0.00 | | | | | | | | | | | |
| 30 | BUSCH, ANNE H | 111-11-0303 | 220 | 001 | 001 | 10 | 2 | 1 | B | 01/01/2000 | 221.14 | 214.00 |
| 0.00 | 7.14 0.00 | | | | | | | | | | | |
| 31 | CONTENTO, MARJORIE | 111-11-1212 | 220 | 001 | 001 | 10 | 1 | 2 | A | 01/01/2000 | 521.10 | 214.00 |
| 0.00 | 307.10 0.00 | | | | | | | | | | | |
| 33 | COOK, EMILY | 111-11-4879 | 220 | 001 | | | | | | | 0.00 | 214.00 |
| 0.00 | 0.00 0.00 | | | | | | | | | | | |
| 35 | DAVIS, ALLEN | 111-11-5252 | 220 | 001 | | | | | | | 0.00 | 214.00 |
| 0.00 | 0.00 214.00 | | | | | | | | | | | |
| 38 | MALLORY, MILDRED | 111-11-4040 | 220 | 001 | 001 | 09 | 1 | 4 | A | 01/01/2000 | 340.38 | 214.00 |
| 0.00 | 126.38 0.00 | | | | | | | | | | | |
| 42 | PAULE, MEL T | 111-11-2121 | 220 | 001 | | | | | | | 0.00 | 214.00 |
| 0.00 | 0.00 0.00 | | | | | | | | | | | |
| 43 | POPPINS, MARY | 111-11-4870 | 220 | 001 | 001 | 09 | 2 | 2 | B | 01/01/2000 | 510.44 | 214.00 |
| 0.00 | 296.44 0.00 | | | | | | | | | | | |
| 45 | DRIVER, MINNIE | 111-11-4871 | 901 | 001 | 001 | 09 | 1 | 5 | B | 01/01/2000 | 529.32 | 214.00 |
| 0.00 | 315.32 0.00 | | | | | | | | | | | |
| 51 | FORD, HENRY | 111-11-8292 | 901 | 001 | 001 | 09 | 2 | 2 | B | 01/01/2000 | 510.44 | 214.00 |
| 0.00 | 296.44 0.00 | | | | | | | | | | | |

** END OF REPORT **

Employee Advice of Coverage Report Sample09/04/1998
11:58:11YOUR DISTRICT
ADVICE OF COVERAGEPAGE 1
prhltins

EMPLOYEE:

| | |
|-----------------------|------------------|
| Emp # | 1 |
| Name | BOSSE, IMA |
| SSN | 111-11-4875 |
| Home County | 001 ADAIR COUNTY |
| Plan County | 001 ADAIR COUNTY |
| Carrier | 09 BLUGRASS |
| Plan | 2 POS |
| Coverage | 5 FAMILY |
| Level | B PLAN B |
| Effective | 01/01/2000 |
| Months Covered | 12 |
| Deduction Cycles | 12 |
| Cycles Per Month | 1 |
| Pre-Tax | Y |
| Monthly Premium | 567.16 |
| State Contribution | 428.00 |
| Employer Contribution | 0.00 |
| Per Check Amount | 69.58 |
| Per Check Escrow | 0.00 |

CROSS REFERENCE:

| | |
|--------|-------------|
| SSN | 123-45-6789 |
| Name | HEISA BOSSE |
| County | 001 PLAN B |

SIGNATURE:
